



**RENOVATE!**

**INNOVATE!!**

**CAFFEINATE!!!**

**MCCC 2013 Annual Conference**

**June 3 – 6, 2013**

**Arrowwood, Alexandria, MN**

*Register Today!*

## Register Today!

### Attendees:

Conference attendees should register through the MCCC RSVP site.

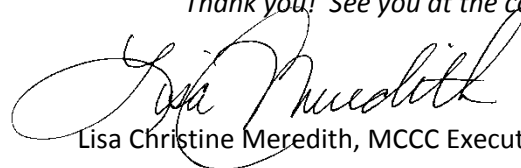
- 1.) Visit MCCC's RSVP site at <http://calendar.mnccc.org/>! Or, click on "Calendar" from our home page at [www.mnccc.org](http://www.mnccc.org).
- 2.) If you already have a profile, be sure to login (in the upper right corner) before you register! If you do not have a profile, click on "Sign Up for An Account".
- 3.) Go to the month of June 2013. The conference will be held Monday, June 3<sup>rd</sup> through Thursday, June 6<sup>th</sup>. You will have two sets of registration choices:
  - Attendance. You will be invoiced by MCCC.
    - Entire Conference (more than one day) - \$60.00
    - One day registration, select which day you will attend - \$40.00
  - Conference Packet. You will have a choice in what type of conference packet you receive.
    - Flashdrive. Your flashdrive will be loaded with all conference materials. You'll receive no conference attendee packet with printed materials. You'll want to bring a laptop so that you can access the materials during the meetings.
    - Standard Conference Attendee Packet with printed materials.
    - Both, for an additional charge of \$10.00.
- 4.) After registering with RSVP you will be emailed a Hotel Registration Form. You must register with Arrowwood for all of your lodging and meals by using the Hotel Registration Form or new this year, you can register online by going to <http://www.arrowwoodresort.com/mccc>.

### Vendors/Exhibitors:

Conference attendees should register through the MCCC RSVP site.

- 1.) Vendors should register by visiting the MCCC Conference 2013 Webpage at [http://mnccc.org/2013\\_conference](http://mnccc.org/2013_conference). You will need to download the Vendor Show Registration Form, complete it and send it to MCCC for the vendor show and sponsorships.
- 2.) You will need to download and send in your Hotel Registration Form to Arrowwood for all your lodging and/or meals or new this year, you can register online by going to <http://www.arrowwoodresort.com/mccc>.
- 3.) Be sure to join us Monday evening for the Reception in the Vendor Show!! It is a great opportunity to network with attendees!
- 4.) You are welcome to join us for all meals. The Vendor Show will be closed over lunch on Tuesday to give you an opportunity to network with attendees over lunch. Please be sure to purchase your lunch ticket(s) from Arrowwood.
- 5.) Please join us for Fun Night Tuesday!

*Thank you! See you at the conference!!!*



Lisa Christine Meredith, MCCC Executive Director

# MCCC ANNUAL MEMBER CONFERENCE

June 3 - 6, 2013 • Arrowwood Resort • Alexandria, Minnesota

Time	UPPER LEVEL BALLROOM(S)			LOWER LEVEL BALLROOM(S)			HALLWAY TO LOBBY	
	Lake Nokomis	Lake Itasca	Lake Minnewaska	Lake Osakis	Lake Miliona	Lake Le Homme Dieu	Lake Carlos	
12:00 - 12:30								
12:30 - 1:00								
1:00 - 2:00								J/C Committee Meeting (Lunch will be included)
2:00 - 2:15								
2:15 - 3:15								
3:15 - 3:30								
3:30 - 4:30								
4:30 - 6:30								
6:30 - 10:00								
8:00 - 8:15, 8:20 - 8:35, 8:40 - 8:55								
9:00 - 9:30								
9:30 - 10:30								
10:30 - 11:00								
11:00 - 12:00								
12:00 - 2:00								
2:00 - 3:00								
3:00 - 3:30								
3:30 - 4:30								
4:30 -								

Time	Activity
8:00 - 9:00	<b>VENDOR SHOW</b>
9:00 - 9:30	Vendor Show Prize Drawing. Must be present to win!
9:30 - 10:30	<b>VENDOR SHOW</b>
10:30 - 11:00	Vendor Show Prize Drawing. Must be present to win!
11:00 - 12:00	<b>VENDOR SHOW</b>
12:00 - 2:00	<b>Lunch</b>
2:00 - 3:00	Vendor Show will be closed over lunch to provide a networking opportunity for vendors to join us for lunch and present their door prizes!
3:00 - 3:30	Lunch will include a facilitated discussion about implementing upgrades and new software to MCCC counties – what works, what doesn't, and what can we do about it! Please join us! We hope to have a lively and productive discussion including software vendors, users, department heads, and IT with representation from all MCCC user groups!
3:30 - 4:30	<b>VENDOR SHOW</b>
4:30 -	<b>Dinner On Your Own: Fun Optional Activities!</b>

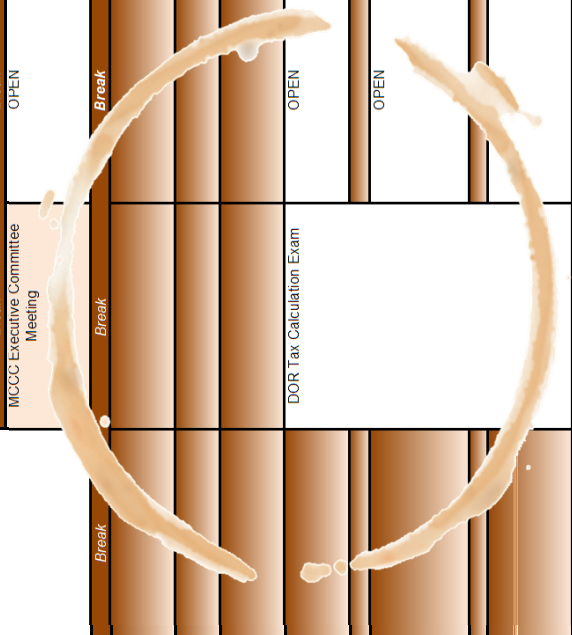
# MCCC ANNUAL MEMBER CONFERENCE

June 3 - 6, 2013 • Arrowwood Resort • Alexandria, Minnesota

		UPPER LEVEL BALLROOM(S)		LOWER LEVEL BALLROOM(S)		HALLWAY TO LOBBY			
		Lake Nokomis	Lake Vermillion	Lake Itasca	Lake Minnewaska	Lake Osakis	Lake Miliona	Lake Le Homme Dieu	Lake Carlos
8:00 - 9:00		MNCIS Integration	How to Prepare for MCAPS4	Implementing An Electronic Time Card Process	OneNote		State Deeds	Online Permitting	MCAPS4: Open Lab
9:00 - 9:15		Break	Break	Break	Break	Break	Break	Break	Break
9:15 - 10:15		E-Charging (BCA)	VINE	Roundtable Discussion: Email Archiving - What Are You Doing, Why and How's That Working for You?	Finance & General Government User Group Meeting	Xerox LRMS Technical Requirements	Xerox LRMS Technical Requirements	MCAPS4: Open Lab	MCAPS4: Open Lab
10:15 - 10:30		Break	Break	Break	Break	Break	Break	Break	Break
10:30 - 11:45		MCAPS4: Roundtable/Advanced	MCAPS4: Roundtable/Beginner	Pivot Tables	Xerox (ACS) Tax User Group Meeting	OPEN	OPEN	MCAPS4: Open Lab	MCAPS4: Open Lab
11:45 - 12:30		Using MCAPS4 Outside the Office	OPEN	Data Forensics/eDiscovery for IT	LUNCH will be an outdoor picnic weather permitting.				
12:30 - 1:45					Thomson Reuters (Manatron) Tax User Group Meeting	MCCC/Xerox Beta Testing/Sample Sets	OPEN	OPEN	MCAPS4: Open Lab
1:45 - 2:00		Break	Break	Break	Break	Break	Break	Break	Break
2:00 - 3:00		MCAPS4 Roundtable/Open	DOR Tax Calculation Class	Data Forensics/eDiscovery for the County Attorney's Office	Information Services & Support Group (ISSG) Meeting	GRM CAMA Demonstrations	OPEN	MCAPS4: Open Lab	MCAPS4: Open Lab
3:00 - 3:15		Break	Break	Break	Break	Break	Break	Break	Break
3:15 - 4:15		OPEN		HIPAA Issues for Minnesota Counties	Microsoft Office 2013 Preview			MCCC Executive Committee Meeting	OPEN
4:15 - 4:30		Break	Break	Break	Break	Break	Break	Break	Break
4:30 - 5:30					MCCC Membership Meeting				
5:30 - 7:00		MCCC Awards Dinner & Entertainment							
7:00 - 11:00									
8:00 - 9:00		DrainageDB -- Modernizing and Managing Public Drainage System Information	OPEN	USPS New Intelligent Mail Barcode				DOR Tax Calculation Exam	OPEN
9:00 - 9:10		Break	Break	Break	Break	Break	Break	Break	Break
9:10 - 10:10		ISSG - IT Informal Roundtable Discussion	Xerox LRMS Assessment Administration/Billing & Collections Presentation	Overview of GRM 9.x					OPEN
10:10 - 10:20									
10:20 - 11:20									

Wednesday, June 5th

Thursday, June 6th



# MCCC Conference Schedule

## Monday, June 3rd, 12:00 - 3:15

### **JIC Committee Meeting**

Room: Lake Le Homme Dieu

*Lunch will be served. Please stay for the IFS Users Roundtable Session at 3:30 in Lake Osakis!*

## Monday, June 3rd, 12:30 - 4:30

### **Assessors CAMA Session**

Presented by CAMA Committee Members

Room: Lake Le Homme Dieu

*Topics will include: Land Edits, Value Comparison Report, Data Extracts, Other CAMA and Assessor Issues.*

## Monday, June 3rd, 1:00 - 2:00

### **ISSG Roundtable Discussion, Topic: Counties solutions to mobile computing requests**

Presented by ISSG Members - County IT

Room: Lake Minnewaska

*In the current environment of users wanting to use small portable type devices with full County network connectivity, how are you meeting this need?*

### **Cooperative Purchase of Credit Card and ACHECK21 Payment Services**

Presented by Sam Ackley and Rick Kothe, Diversified Check Solutions

Room: Lake Osakis

*Description of the Endorsed AMC Cooperative Credit Card Acceptance and Check Processing Program and its potential impact on all participants. An overview of the technology used by Co-ops for remote payments.*

### **MCCC/Xerox Proofing Tax Calculation**

Presented by MCCC & Xerox

Room: Lake Miliona

*Presentation of what Reports are available for proofing Tax Calculation followed by roundtable discussion of what counties are currently using (request that counties provide examples of what they are doing - If counties provide samples prior to the session, Xerox will provide copies).*

## Monday, June 3rd, 2:15 - 3:15

### **ISSG Roundtable Discussion, Topic: Brainstorming! How can we merge and share IT resources across county boundaries?**

Presented by ISSG Members - County IT

Room: Lake Minnewaska

*We cannot keep doing things like we did 10 years ago. Either we drive change or it will drive us. Knowing this, how can we start sharing services and resources now to be more efficient and reduce costs. Time to "get out of the box" and the answer of "it can't be done" is no longer valid!!*

### **GRM Auditor/Treasurer Roundtable**

Presented by Charlene Olson, Clearwater County

Room: Lake Osakis

*A review of GRM changes in the past year. An opportunity for attendees to share positives and challenges with GRM.*

## **MCCC/Xerox Mass Escrow & ACH Payment Process Overviews**

Presented by MCCC & Xerox

Room: Lake Miltona

*Process Presentation by Xerox followed by a Roundtable Discussion.*

### **Monday, June 3rd, 3:30 - 4:30**

#### **ISSG Roundtable Discussion, Topic: General Discussion - Each Attendee Bring a Topic!**

Presented by ISSG Members - County IT

Room: Lake Minnewaska

*"No rules, as long as it is about County IT" Roundtable! Each participating to bring at least one topic.*

#### **IFS Users Roundtable**

Presented by TBA

Room: Lake Osakis

*Features and functionality discussion*

#### **State Assessed Property Taxation in GRM**

Presented by Blue Earth County Taxpayer Service Staff and DOR Staff

Room: Lake Miltona

*This session provides a background on state assessed property, including what it is, how it is valued, and how it is reported to counties. The session also focuses on how the parcels can be maintained in GRM to ensure correct reporting and tax calculation. There will be time for suggestions and questions and a discussion on possible changes to address the Department's direction that state assessed values need to be cleared from the system annually so they don't report on valuation notices.*

#### **Bringing Your iPad to Work**

Presented by George Sawyer, Sawyer Training

Room: Lake Carlos

*iPad, it's not just for watching Netflix anymore! This brief session will survey the most popular productivity apps as well as Apple's built-in applications with a focus on business productivity. Learn how to use to the best apps for note-taking, email, reading and editing documents, browsing the web, to-do lists, and more. Learn how to be productive in the field from a seasoned road warrior.*



***New This Year! Try out our Morning Coffee Stretch Sessions! Here's how they work...***

***Each session is run three times during the hour with start times at 8:00, 8:20, and 8:40! You can attend three short sessions during one hour! Or catch one or two! We encourage lively attendance with coffee in hand, likely standing! It will be fun and informative!***

### **Tuesday, June 4th, 8:00, 8:20, 8:40 (repeating 15 minute session)**

#### **MORNING COFFEE STRETCH SESSION: Merging SQL Databases and Extracting Reports**

Presented by Tom Girtz, RtVision

Room: Lake Minnewaska

*Combining several SQL databases into one user definable interface provides an opportunity to do merges and reporting based on query rules. Coupled with GIS, users can quickly create reports that can be viewed from a GIS centric perspective or a template report framework.*

## MORNING COFFEE STRETCH SESSION: iAnnotate, the iPad application you can't live without

Presented by Melissa Reeder, Carver County IT Director

Room: Lake Osakis

*iAnnotate is an inexpensive iPad application that allows you to markup documents with notes, highlights and such. This 15 minute session will show you the application, how it has been applied in a county setting, and what the shortcomings are.*

## MORNING COFFEE STRETCH SESSION: Tips and Tricks of GRM

Presented by Cheryl Grover and Charlene Olson, Clearwater County

Room: Lake Miltona

*GRM has so many tremendous tools available to us -- the Twin Sister Duo will demonstrate a couple of reports that you may or may not know about!*

## MORNING COFFEE STRETCH SESSION: Overview of Guidepost – The Search Engine for Beacon

Presented by Ryan S. Smith, the Schneider Corporation

Room: Lake Le Homme Dieu

*Guidepost™ points the way to local government information online. Guidepost™ utilizes the infrastructure of Beacon™, our popular online portal that allows for web-based access to local government information. In this presentation we will see how the system eliminates the need for users to know which community office maintains each piece of information on a property by searching multiple sites with one query and how the result is a more efficient way of locating property information because Guidepost™ does all the legwork. Guidepost™ is like a search engine, searching real estate, property tax, land records, and GIS data all rolled into one.*

## MORNING COFFEE STRETCH SESSION: Tax Forfeiture - Tips, Tricks, and Best Practices for the Assessor and Auditor

Facilitated by Blue Earth County Taxpayer Service Staff

Room: Lake Carlos

*Counties are administering the tax forfeiture process on an increasing number of parcels. Bring your best practices and ideas and tips to share with your colleagues on how you have handled unique issues or problems related to Tax Forfeiture. This will be a roundtable discussion.*

## Tuesday, June 4th, 9:30 - 10:30

### MCAPS4 Rollout/Overview

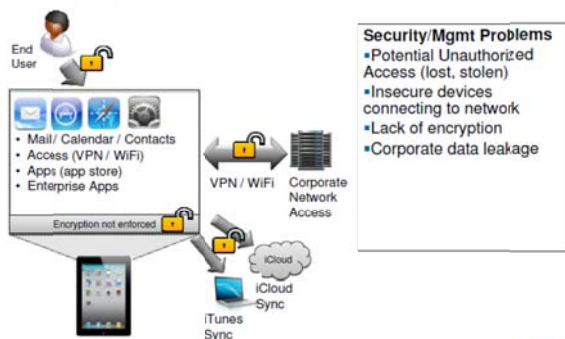
Presented by Sue Theobald, Docutech and Lisa Meredith, MCCC

Room: Lake Minnewaska

*Session will re-introduce the intent and purpose for the creation of MCAPS4. This will include an overview of MCAPS4 enhanced capabilities and integration with other technology systems. The process and procedure(s) for MCAPS4 rollout will be reviewed together with an update on current rollout status.*

## Managing and Securing the Mobile Device Invasion

### Managing Mobile Devices – The Problem



Presented by IBM (SME) SUBJECT MATTER EXPERT and Steve Stiles, CPS Technology Solutions and International Business Machines

Room: Lake Osakis

*How does a County, City, or Government Entity provide the flexibility of allowing its employees the ability to use mobile devices ( BYOD)- Bring your Own Device, Laptops, iPads, or Smartphones - to enhance their job but still have the responsibility to protect the data on these devices?*

## **CAMA User Group Meeting**

Room: Lake Miltona

## **Forfeitures/Delinquency**

Presented by DOR Staff and Blue Earth County Staff

Room: Lake Le Homme Dieu

*Presentation of the Forfeitures/Delinquency process.*

## **Tuesday, June 4th, 9:30 - Noon**

### **Microsoft Excel Fundamentals - Part 1 of 2**

Presented by George Sawyer, Sawyer Training

Room: Lake Carlos

*Next to our email and web browser Excel is often the most used tool on our desktops. In this hands-on workshop we will be getting you off to a quick start with everything you need to understand and use this extremely powerful tool. Topics covered will be navigating spreadsheets and finding your way around the Ribbon, essential formulae and functions, formatting data, and getting data in/getting data out. This workshop will be taught using 2010 but also applies just as well to 2007 users.*

- *Basic cell and workbook navigation*
- *Entering values, autofill*
- *Absolute and Relative*
- *Inserting and deleting rows and columns*
- *Formatting cells*
- *Creating a simple Chart*
- *Basic Functions*

*Enrollment is limited to 12 (laptops are provided for use during the session).*

## **Tuesday, June 4th, 11:00 - Noon**

### **MCAPS4: Tips, Practical Uses & Common Questions**

Presented by Jane Theobald, Docutech; Judy Korbl, Kandiyohi County Attorney's Office; Teri Cain, Swift County Attorney's Office; Rhea Grove, Polk County Attorney's Office; and Angela Aakre, Becker County Attorney's Office

Room: Lake Minnewaska

*This session review questions and issues that have frequently been encountered during MCAPS4 rollout. Experienced V4 users will share lessons learned, as well as useful tips, tricks and helpful hints for deploying and using V4.*

### **I'll have a cup of IBM Power...fully leaded!**

Presented by Mike DuBois, TSG Server & Storage

Room: Lake Osakis

*IBM Power 7+ System Technology (i5/OS, AIX and Power Linux) can renovate and innovate your county! With your county being asked to do more with less (i.e. budget and staff), your technology infrastructure needs to give you the confidence you need to allow you to meet your SLAs. IBM Power Servers running IBM i delivers new services faster and a higher quality level of services while doing so at superior economics. In addition, Storwize V3700, Storwize V7000 and Storwize V7000 Unified are built on cutting edge, enterprise IBM Storage Technology at entry and midrange level investments providing Block & File Level storage not only for your iSeries environment, but your entire data center! By attending this session, you will hear how recent IBM Power 7+ and Storage Announcements provide you with the technology caffeine your county needs to stay alert.*



## Property Information User Group (Schneider)

Room: Lake Miltona

## UX 101: Lessons from the Trenches

Presented by Jane Bungum, User Experience Strategist, User Strategies Group

Room: Lake Le Homme Dieu

*It's all about the experience! That includes how users perceive and interact with your organization through web technology. Take some time to refresh your knowledge of user experience basics (including an updated definition of UX) and some proven methods you can employ to ensure or enhance ease-of-use. The discussion will focus on proven, practical methods that are budget friendly.*

## EISC Committee Meeting

Room: Executive Board Room 1

*Xerox Tax Enhancements, Issues & Standards Committee (EISC) Meeting*

### Tuesday, June 4th, Noon - 2:00

**Lunch and Facilitated Discussion – Theme: CREATING THE FUTURE**

**"Software Rollout and Upgrades: What works, what doesn't and what can we do about it!"**

Room: Indoor Tennis Courts (lower level)

Lunch and Conversation at MCCC's Computer WORLD CAFE

Dave Ellis and Bob-e Simpson Epps of Three E Consulting will facilitate our discussion. World Cafe is a method for creating a living network of collaborative dialog around questions that matter in real life. Please join us for a lively and productive discussion that will include our software vendors, users, department heads, and IT with representation from all user groups!



*This project was made possible by a Bush Foundation grant through the Meadowlark Institution.*

### Tuesday, June 4th, 2:00 - 3:00

**County Attorney User Group Meeting**

Room: Lake Minnewaska

## Ditch Maintenance Made Easier

Presented by Stacy Novak, Roseau County

Room: Lake Osakis

*Tired of fighting with ditch assessment maintenance? Learn how to create an easily managed file instead. We'll walk through how to pull your current information from GRM and use it to create an excel file that you can use year after year for easier maintenance, imports, and calculation verification.*

## **Xerox LRMS Appraisal & Assessment Administration Presentation**

Presented by Xerox

Room: Lake Miltona

*LRMS Presentation for Appraisal/Assessment Administration Version 10.x.*

## **One Stop-Shop For Permitting and Licensing**

Presented by Tom Girtz, RtVision

Room: Lake Le Homme Dieu

*Provide examples and descriptions of how WEB pages and WEB forms, Dynamic Reporting, and GIS all work together to provide an easy to use and seamless workflow for County Government and Citizens. We will discuss accessing multi-levels of departmental services within one user interface, while providing synergy between Government agencies.*

## **Tuesday, June 4th, 2:00 - 4:30**

### **Microsoft Excel Fundamentals - Part 2 of 2**

Presented by George Sawyer, Sawyer Training

Room: Lake Carlos

*{Continuation of the morning class.} Next to our email and web browser Excel is often the most used tool on our desktops. In this hands-on workshop we will be getting you off to a quick start with everything you need to understand and use this extremely powerful tool. Topics covered will be navigating spreadsheets and finding your way around the Ribbon, essential formulae and functions, formatting data, and getting data in/getting data out. This workshop will be taught using 2010 but also applies just as well to 2007 users.*

- *Basic cell and workbook navigation*
- *Entering values, autofill*
- *Absolute and Relative*
- *Inserting deleting rows and columns*
- *Formatting cells*
- *Creating a simple Chart*
- *Basic Functions*

*Enrollment is limited to 12 (laptops are provided for use during the session).*

## **Tuesday, June 4th, 3:30 - 4:30**

### **MCAPS Development Committee Presentation**

Presented by Diane Roseen, Roseau County Attorney's Office; Mike Nelson, Olmsted County Attorney's Office; and Carrie Shea, Docutech

Room: Lake Minnewaska

*This session will look at the MCAPS4 website. We will discuss the importance of using the website to report bugs/conversion issues/request new development. It will include an overview of the new development process including how to add items to the wish list and how wish list requests are processed by the Development Committee before being implemented in MCAPS4 by Docutech.*

## **GRM Assessment Roundtable**

Presented by Rob Wagner, Polk County and Cheryl Grover, Clearwater County

Room: Lake Osakis

*Cheryl and Rob will facilitate a roundtable discussion for GRM Assessors. Please bring questions, areas of concerns, and discussion topics. Questions and issues can be shared with Cheryl and Rob prior to the conference to help facilitate the roundtable discussion.*

## **Beacon - Your Online Courthouse**

Presented by Ryan S. Smith, the Schneider Corporation

Room: Lake Miltona

*Beacon™ is an interactive public access tool that allows users in your community to view County information and public records via an online web portal. Providing users with 24/7 access, Beacon™ will help alleviate both counter and phone traffic in your organization. We will cover searching, reporting, and mapping, including covering unique options available on various Minnesota Beacon™ sites. While many communities choose to provide this solution for free to their constituents, a growing number are leveraging built in functionality of this popular tool to help offset costs or generate new revenue dollars.*

## **Brainstorming Checklist**

Presented by Laura Barber, Impact Proven Solutions

Room: Lake Le Homme Dieu

*This will be an interactive session. Participants will brainstorm/work together to create a checklist of vendor and county needs for each tax document-TNT's, Valuations, and Property tax statements. Come and work with your neighboring counties to get the best ideas to make your Tax Document experience go smoother and less stressful. We will all learn from each other.*

*Take Away: Once this is done, Laura will take the notes back to her office and set the list up in a word document to share with all who attended. This will also give everyone who uses it a way to update and make changes to it as needed. Plus, you can share with those who may not have attended the session.*

## **Tuesday Fun Night!**

**5:00 – 6:00 Optional FUN! Geocaching - Meet in the Arrowwood Lobby at 5:00 with your Geocaching Team! Sign up your team of four no later than 2:00 on Tuesday afternoon! Prizes to first, second, and third place teams!**



**6:00 – 7:00 Dinner on Your Own!**



**7:00 – 10:00 FOR ONE NIGHT ONLY! The Arrowwood Rafters is converted into the...**

***MCCC COFFEE HOUSE!***

***Coffee and dessert table, live entertainment – music by Enterprise!***

We will also have board games available! Come listen to some music, enjoy some treats and network with your fellow conference attendees!

**Wednesday, June 5th, 8:00 – 11:45 (Closed over lunch)**

**MCAPS4: Open Lab**

Room: Lake Carlos

*Open labs provide an opportunity to log onto and explore MCAPS4 while working one-on-one with Docutech Support Personnel. Limited space available on a first-come, first-served basis.*

**Wednesday, June 5th, 8:00 - 9:00**

**MNCIS Integration**

Presented by Mark Theobald, Docutech; Teri Cain, Swift County Attorney's Office, and MNCIS Representative

Room: Lake Nokomis

*Session intended to be an overview of integration between MNCIS and MCAPS4 functionality and data sharing. How it works and lessons learned.*

**How to Prepare for MCAPS4**

Presented by Sue Theobald, Docutech; Diane Roseen, Roseau County Attorney's Office; John Rekow, Carver County Attorney's Office; and Rhea Grove, Polk County Attorney's Office

Room: Lake Vermillion

*Session will provide a panel discussion of how to best prepare for conversion from V3 to V4. Learn from those who have gone through the process on how best to "get it done".*

**Implementing An Electronic Time Card Process**

Presented by Melissa Girtz, RtVision

Room: Lake Itasca

*Implementing an Electronic Time Card process can be made easier with techniques that will be discussed as a group. We will explore examples of setting up employees and dept-level specific interfaces as a way to administer payroll rules and automate time entry processes.*

**OneNote**

Presented by George Sawyer, Sawyer Training

Room: Lake Minnewaska & Lake Osakis

*OneNote is a powerful and flexible note-taking tool available for Windows, Android, and the iOS (iPad/iPhone). OneNote provides a place to track your client notes, field notes, ideas, meeting minutes, and more. Learn how to share all or part of your notes and collaborate with your co-workers and, best of all, you can search your notes for anything. This short workshop will get you started on the path to becoming a powerful and organized note-taker.*

**State Deeds**

Presented by DOR Staff

Room: Lake Miliona

*Presentation of what is involved in the State Deeds process by DOR.*

**Online Permitting**

Presented by Ryan S. Smith, the Schneider Corporation

Room: Lake Le Homme Dieu

*Does your current permitting process and tools leave you wondering why it has to be so hard? Explore how organizations are implementing this Software-as-a-Service (SaaS), user-friendly, streamlined permitting solution without all the worry of large licensing fees, hardware and software requirements, and other headaches. This session will include demonstrations of permit application workflows and new tools for permit workflow design and maintenance.*

**Wednesday, June 5th, 9:15 - 10:15**

**E-Charging /BCA**

Presented by Thou Trinh and Connie Rabine, Rice County Attorney's Office; Matt Eiden, Docutech; and Tom Miller, BCA  
Room: Lake Nokomis

*An overview of the e-charging functionality within a County Attorney's Office and how it can interact with MCAPS presented by representatives from the Rice County Attorney's Office, Docutech, and the Bureau of Criminal Apprehension (BCA).*

**VINE**

Presented by Suzanne Elwell, Crimes Victims Justice Unit Director, Office of Justice Programs, Minnesota Department of Public Safety and Carrie Shea, Docutech

Room: Lake Vermillion

*Session will consist of an introduction to the VINE (Victims Information and Notification Everyday) service of the Minnesota Department of Public Safety. General observations on how county attorney offices around the state provide services to victims and how VINE and MCAPS can be used to assist in the process.*

**Roundtable Discussion: Email Archiving - What Are You Doing, Why and How's That Working for You?**

Presented by Mike Kieffer, Pat Powers from Intradyn and County IT

Room: Lake Itasca

*A Collaborative Exploration of the Different Approaches Counties are taking to the Challenges of FOI Requests, Compliance, eDiscovery, & Email Storage Management. Intradyn and one or more Minnesota Counties using Intradyn's Solution will participate.*

**Finance & General Government User Group Meeting**

Room: Lake Minnewaska & Lake Osakis

**Xerox LRMS Technical Requirements**

Presented by Xerox

Room: Lake Miliona

*LRMS Presentation and round table discussion of MCCC implementation technical requirements.*

**Wednesday, June 5th, 10:30 - 11:45**

**MCAPS4: Roundtable/Advanced**

Presented by Jane Theobald, Docutech; Robin Finke, Swift County Attorney; and Teri Cain, Paralegal, Swift County Attorney's Office

Room: Lake Nokomis

*General discussion and sharing of personal experience and lessons learned with MCAPS4. Will gather information on what is and is not working well, additionally desired functionality, how to improve the product, etc.*

**MCAPS4: Roundtable/Beginner**

Presented by Carrie Shea, Docutech and John Rekow, Carver County Attorney's Office

Room: Lake Vermillion

*Explore the items needing to be completed by the office prior to conversion and tips for training and early use of MCAPS4.*

## **Pivot Tables**

Presented by Michael Nelson, Chisago County

Room: Lake Itasca

*Demo on creating Pivot Tables using Manatron Data*

## **Xerox (ACS) Tax User Group Meeting**

Room: Lake Minnewaska & Lake Osakis



**Wednesday, June 5th, 11:45 – 12:30 LUNCH OUTSIDE, weather permitting.**

## **Wednesday, June 5th, 12:30 – 3:00**

### **MCAPS4: Open Lab**

Room: Lake Carlos

*Docutech Staff will be available to answer your questions on MCAPS4.*

## **Wednesday, June 5th, 12:30 - 1:45**

### **Using MCAPS Outside the Office**

Presented by Ryan Cheshire, Otter Tail County Attorney's Office and Ilissa Ramm, Crow Wind County Attorney's Office

Room: Lake Nokomis

*Presenters will describe and demonstrate their remote access to MCAPS and the resulting increase in productivity. Will review methods of remote access, needed hardware/software, as well as security and data practice issues.*

## **Data Forensics/eDiscover for IT**

Presented by Jeremy Wunsch, Lucidata, Inc.

Room: Lake Itasca

*TBA*

## **Thomson Reuters (Manatron) Tax User Group Meeting**

Room: Lake Minnewaska & Lake Osakis

## **MCCC/Xerox Beta Testing/Sample Sets**

Presented by MCCC & Xerox

Room: Lake Miliona

*Presentation of what is involved in beta testing, the creation and maintenance of sample files followed by roundtable discussion.*

## **Wednesday, June 5th, 2:00 – 4:15**

### **Tax Calculation Course**

Presented by DOR Staff

Room: Lake Vermillion

*Minnesota Department of Revenue (DOR) tax calculation course to prepare for the Tax Calculation Exam. Exam will be offered on Thursday morning.*

**Wednesday, June 5th, 2:00 - 3:00**

**MCAPS Roundtable/Open**

Room: Lake Nokomis

*General open session which will provide for spill over discussions from earlier sessions if desired. Moderators will be assigned accordingly.*

**Data Forensics/eDiscover for the County Attorney's Office**

Presented by Jeremy Wunsch, Lucidata, Inc.

Room: Lake Itasca

TBA

**Information Services & Support Group (ISSG) Meeting**

Room: Lake Minnewaska & Lake Osakis

**Wednesday, June 5th, 2:00 - 4:15**

**GRM CAMA Demonstrations**

Presented by Thomson Reuters

Room: Lake Miliona

*We will conduct a demonstration of the capabilities of the new CAMA software solution, GRM Valuation.*

**Wednesday, June 5th, 3:15 - 4:15**

**HIPAA Issues for Minnesota Counties**

Presented by Susan Jennen Larson, J.D., CIPP/US

Room: Lake Itasca

*2013 is a significant year for HIPAA. Modifications to the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules have been released, with a compliance date of September 23, 2013. These new rules add one more layer of complexity to an already complex landscape for counties. This session will discuss the new rules; application of HIPAA to county functions; the growing need for consistency across Minnesota Counties; and important operational considerations, including access to information systems.*

**Microsoft Office 2013 Preview**

Presented by George Sawyer, Sawyer Training

Room: Lake Minnewaska & Lake Osakis

*See what's coming. Join us for a tour of Office 2013's new features along with a glimpse of Windows 8. We will look at the new Metro interface in Microsoft Office and highlight new application features. We will discuss features, benefits, and the pros/cons of this new version. Time will be allotted for Q&A.*

**MCCC Executive Committee Meeting**

Room: Lake Le Homme Dieu

**Wednesday, June 5th, 4:30 - 5:30**

**MCCC Membership Meeting**

Room: Lake Minnewaska & Lake Osakis



**Wednesday, June 5th, 5:30 - 9:00**

**MCCC Awards Dinner & Entertainment**

Room: Upper Level Ballroom

*Don't miss the opportunity to recognize all of the MCCC Members that help make this organization possible! Then we will round out the evening with lots of laughs with our special guest John DeBoer!*

*John DeBoer*

- 1. Comedian.*
- 2. One who has made mistakes and is determined to repeat the fun ones.*

It has been said, there are only two ways you can go in life after making a mistake. Learn from it and move on or don't learn from it and stay where you are. John DeBoer has chosen a third route: Write a joke about it and share it with the masses. His nerve-hitting show flows from the devious side of childhood to the never-ending pressures of our times. His twisted observations of life, the world around him, and particularly how he has managed to screw it up, have earned John a reputation as one of the most consistently strong acts wherever he goes. Watching John on stage takes the audience on a roller coaster of seeing their own blunders or faux pas', and then being compelled to laugh at them. Falling somewhere between "The Next John DeBoer of Comedy", and "the best you can do on short notice", he takes us on a ride we've all been on, yet somehow failed to see the humor in the first time through.

Having appeared at comedy clubs, colleges, three federal penitentiaries, the Daytona 500 Experience, as well as on Comedy Central, XM-Sirius Satellite Radio, and in national TV commercials, with a brief (very brief, yet heartwarming) shot on Last Comic Standing, John DeBoer might be the funniest comedian you never heard of.

**Thursday, June 6th, 8:00 – 11:20**

**DOR Tax Calculation Exam**

Administered by DOR Staff

Room: Lake Le Homme Dieu

*DOR Tax Calculation Exam will be offered.*

**Thursday, June 6th, 8:00 - 9:00**

**DrainageDB – Modernizing and Managing Public Drainage System Information**

Presented by Brian Fischer, GIS Project Manager, Houston Engineering, Inc.

Room: Lake Nokomis

*Public drainage systems have been around since the early 1900's. Much of the information associated with these drainage systems is buried in boxes that contain old legal documents. This presentation will show examples of how Counties have modernized their drainage system records and are proactively managing the information. We will also present an exciting new web-based drainage management application to help manage information and workflows commonly found with drainage systems. The new application called DrainageDB contains searching, reporting, letter generation, document management and directly integrates with GIS. Finally the presentation will show an associated mobile application to conduct field inspections and report violations on public drainage systems.*



## **USPS New Intelligent Mail Barcode**

Presented by Jim Coté of The Master's Touch, LLC

Room: Lake Itasca

*The US Postal Service is one of the most trusted institutions in the country, but recent rules and procedural changes are making it much more difficult to achieve compliance for obtaining postal discounts for large mailings. The changes that are taking place are considerable and foreboding in their potential consequences. What is most concerning is that nearly every large mailer we speak with knows nothing of these changes. They are totally unaware that their postage could jump by 10 cents per mail piece by January 2014.*

*The new Intelligent Mail Barcode became required in January 2013 in order to obtain any automation postage discounts. Anyone currently using the "Postnet" barcode is no longer getting discounts.*

- 1) The USPS Move Update requirement is fully in effect even now, and it could cause significant increases in postage due to the penalties that may be assessed for non-compliance – up to 8 cents per piece!*
- 2) Using the new Intelligent Mail Barcode even now can provide you with:
  - a. Free address updates when a person moves and completes a change of address card.*
  - b. Individual tracking of every piece of mail in a bulk mailing from entry into the USPS to delivery by the carrier.**
- 3) The current "Basic Service" Intelligent Mail Barcode qualifies your mail for automation discounted postage. As of January 2014, that will no longer be enough. Only USPS certified "Full-Service" Intelligent Mail Barcode mailings will qualify for postal discounts. It is important to know the difference. "Full-service" has a much higher standard, and vendors must receive USPS certification after some very thorough testing. Most mailing vendors have not yet met this standard. Many never will achieve it due to the software and equipment cost required to comply.*

*Jim Coté of The Master's Touch, LLC would like to help the members of your organization understand how to navigate through these challenges and take advantage of the incredible new tracking opportunities available, while reducing your undeliverable mail and saving postage.*

*Jim is a USPS certified Mail Design Professional (MDP) and has presented his highly educational PowerPoint presentation to treasurers, assessors and finance officers at local and national conferences around the country. There is no sales pitch and no cost, just an opportunity to inform and educate your members with information that no one else is talking about, yet will have very impacting consequences on the mailing community.*

## **Thursday, June 6th, 9:10 - 11:30**

### **ISSG - IT Informal Roundtable Discussion**

Presented by ISSG Members

Room: Lake Nokomis

*Bring your topics from the week's event to discuss in this open topic roundtable discussion to wrap up the conference activities.*

## **Thursday, June 6th, 9:10 - 10:10**

### **Xerox LRMS Assessment Administration/Billing & Collections Presentation**

Presented by Xerox

Room: Lake Vermillion

*LRMS Presentation of the MCCC Implementation of Assessment Administration (AA) and Billing and Collections (BCO ).*

## **Thursday, June 6th, 9:10 - 11:30**

### **Overview of GRM 9.x**

Presented by Steve Holthaus, Stearns County

Room: Lake Itasca

*Overview of the new features, functionality, and schedule for GRM 9.x.*